

## GUIDELINES FOR AUTHORS

---

**Joseph H. Friedman, MD**  
Editor-in-Chief  
[joseph\\_friedman@brown.edu](mailto:joseph_friedman@brown.edu)

**Mary Korr**  
Managing Editor  
[mkorr@rimed.org](mailto:mkorr@rimed.org)

### General

Articles submitted for publication must not have been published elsewhere. The editors reserve the right to edit any material submitted.

### Copyright Information

Accepted manuscripts become the permanent property of the *Rhode Island Medical Journal* and may not be published elsewhere without permission from the *Journal*.

Material that is published in the *Rhode Island Medical Journal* (RIMJ) is protected by copyright. In view of The Copyright Revision Act of 1976, effective 1 January 1978, authors of articles accepted for publication agree that: "In consideration of the Rhode Island Medical Society taking action in reviewing and editing submissions the author(s) transfers, assigns, or otherwise conveys all copyright ownership to the RIMJ in the event that such work is published by the RIMJ."

All authors must complete a copyright transfer form, which can be filled out either electronically or printed and scanned, and is [available here](#).

### Manuscripts

- Format in a standard 12 pt. typeface
- Double space
- 2000 word limit
- Do not use underlines, rules, or guidelines within the manuscript

### Bylines

Bylines may contain no more than **6 names** and should include only those individuals who have contributed to the conception and design or analysis and interpretation of data, drafting the article or revising it critically. Other contributors may be recognized in an acknowledgment.

### Abstracts

An abstract of 150 words or less should accompany each scientific manuscript. The abstract of a research report summarizes the main points of an article: (1) the study objective or background, (2) the study design and methods, (3) primary results, and (4) principal conclusions.

### Keywords

Provide three to five keywords to describe the essential subject(s) of your article.

### Footnotes

Footnotes should be avoided within the text. Such explanatory material can usually be incorporated into the text parenthetically. RIMJ does not use footnotes.

### Citations & References

**Limit to 20.** References should be cited in numerical order in the text and arranged at the end of the article in the order they are cited. All references should be cited as superscripts within the manuscript. Place superscript numbers outside periods and commas and inside colons and semi-colons.

**Example:** Currently, more than 1.1 million people are living with HIV/AIDS in the United States alone, of which a CDC-database modeling estimated 3,730 to 4,061 live in Rhode Island.<sup>1</sup>

A complete print journal reference includes the following:

- Last name of author, first initial followed by comma and then additional authors
- Title of article (or book and chapter title)
- Abbreviated name of journal (Abbreviate and italicize names of journals according to the listing in the PubMed Journals database.)
- Year of publication; followed by (Volume number & Issue number):
- Page numbers

**Example:** Gould P, Krahn A. Complications associated with implantable cardioverter defibrillator replacement in response to device advisories. *JAMA*. 2006;295(16):1907-1911.

### Accompanying material

#### Tables, charts, figures

Include a title for each table and figure (a brief, succinct phrase, preferably no longer than 10 to 15 words) and explanatory

legend as needed. Legends can accompany graphics in a separate document. Tables, charts, and figures should be submitted as separate Microsoft Word documents and preferably not be embedded within the text document. Use of full color is possible.

#### Illustrations, photographs, videos

Illustrations and photographs should be submitted as separate high-resolution images (300dpi) and should not be embedded within the text document. Use of full color is preferred.

Video files can be linked to articles selected for publication. Embed live link in text.

### Biographical information

Biographical information for each contributing author must accompany the manuscript submission. This information must include name, title, and institutional/academic affiliation for each author.

### Correspondence

Include the name, title, and current position of the principal author with mailing address, telephone, fax, and e-mail address.

### Acknowledgment

Include research or project support/funding by individuals, organizations or institutions in an acknowledgment.

### Disclaimer

A disclaimer is used to separate the views of the authors from those of employers, funding agencies, organizations, or others.

**Example:** The views expressed herein are those of the authors and do not necessarily reflect the views of the US Army or the Department of Defense.

### Financial disclosure

All authors will need to complete a RIMJ financial disclosure form, [available here](#). It can be filled out electronically or copied and scanned.

### Electronic submission

All submissions are to be by electronic copy. Microsoft Word documents are preferred.

Corresponding authors should e-mail copies of the complete article and accompanying material to the editor-in-chief and managing editor.